

BRIGG TOWN COUNCIL
Minutes of the Annual Meeting held on Monday 23rd May 2016
Chairman – Councillor Mrs. A. Eardley

Present: Councillors; Mrs. S. Boughey, D.A.L. Campbell, Mrs T.M. Campbell, M.S. Campion, Mrs. J.E. Gibbons, Miss J. Kitching, Miss L.M. Mikkonen, B. Parker, Mrs. S.H. Riggall, C.G. Sherwood, L.M. Sherwood, N.J Sherwood, Mrs. P.J. Smith, M. Storey, J.E. Truepenny, R.W. Waltham and I.A. Wilson.

In attendance: Rob Elliott - Scunthorpe Telegraph
Nigel Fisher - Brigg Blog
Peter Thompson - Market Rasen Mail

001. a) **TO ELECT THE CHAIRMAN/TOWN MAYOR FOR THE ENSUING YEAR.**

It was resolved that Cllr. Mrs. Ann Eardley should be appointed to serve as the Chairman/Town Mayor for the ensuing year.

Proposed: Cllr. N.J. Sherwood

Seconded: Cllr. Mrs. S. Boughey

Before handing over the Chain of Office the outgoing Town Mayor, Mr. James Truepenny, took the opportunity to say a few words on behalf of himself and his consort, Miss Sophie Brumby.

After receiving the Chain of Office Cllr. Eardley thanked the members for the honour of electing her to serve as Town Mayor for the ensuing year. She confirmed that duties of consort will be shared by Mrs. Tina Lloyd, Mrs. Pamela Byrne and Councillor Mrs. Sharon Riggall. The Mayor's Appeal Fund would be for the benefit of Nottinghamshire/Lincolnshire Air Ambulance, The Royal Artillery and Brigg LIVES.

b) TO EXECUTE THE CHAIRMAN/TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

The Town Clerk witnessed the Town Mayor's acceptance of office.

c) TO CONFIRM THE TOWN MAYOR'S ALLOWANCE FOR THE ENSUING YEAR.

Members noted the following year-end figures for the Mayor's Allowance for the Fiscal Year 2015-16 and that there was provision for an allowance of £800 plus mileage in the Budget for the forthcoming mayoral year.

Expenditure incurred in the Mayoral Year 2015-16:

General	£688.52
Mileage	£297.13

It was resolved that the Town Mayor's Allowance should be confirmed as £800 plus mileage for the Mayoral Year 2016-17.

Proposed: Cllr. Mrs. S. Boughey

Seconded: Cllr. M.S. Campion

d) TO EXAMINE THE EXPENDITURE INCURRED UNDER THE CIVIC FUNCTIONS' BUDGET FOR 2015/16 AND TO APPROVE ANY ADJUSTMENTS REQUIRED FOR 2016/17.

Members noted that the cost of civic functions for the mayoral year 2015-16 was £1,881.00 and also that this was within the allocated budget.

002. **NOTICE CONVENING THE MEETING.**

Taken as read and approved.

003. **TO CONSIDER THE SUSPENSION OF THE MEETING FOR THE PURPOSE OF PRAYER.**

It was resolved that Standing Orders should be suspended for the purpose of prayer.

Proposed: Cllr. Mrs. S. Boughey

Seconded: Cllr. B. Parker

Members were led in prayer by the Town Mayor's Chaplain, Father Owain Mitchell.

It was resolved that Standing Orders should be reinstated.

Proposed: Cllr. Mrs. T.M. Campbell

Seconded: Cllr. N.J. Sherwood

004. **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.**

Cllr. P.A. Keene.

005. a) **TO RECORD ANY DECLARATIONS OF INTEREST BY ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW. MEMBERS DECLARING INTERESTS SHOULD IDENTIFY THE AGENDA ITEM AND THE TYPE OF INTEREST BEING DECLARED.**

None.

b) **TO NOTE ANY DISPENSATIONS GIVEN TO ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW.**

None.

c) TO CONFIRM THAT ALL MEMBERS HAVE REVIEWED AND UPDATED THEIR REGISTER OF DECLARED INTERESTS, IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND PURSUANT TO THE RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012 AND THE NORTH LINCOLNSHIRE COUNCIL CODE OF CONDUCT, WHICH WAS ADOPTED BY BRIGG TOWN COUNCIL WITH EFFECT FROM 1ST JULY 2012.

It was confirmed that all members have completed their Register of Declared Interests.

006. TO ELECT THE VICE CHAIRMAN/TOWN MAYOR ELECT FOR THE ENSUING YEAR.

It was resolved that Cllr. Mrs. S.H. Riggall should be elected as the Vice-Chairman/Town Mayor Elect for the ensuing year.

Proposed: Cllr. D.A.L. Campbell

Seconded: Cllr. R.W. Waltham

007. TO REVIEW THE 6-MONTH TRIAL PERIOD OF THE REVISED COMMITTEE STRUCTURE.

It was resolved that the revised committee structure, which had been running for the previous 6 months, be adopted and made permanent and Standing Orders be amended to reflect this.

Proposed: Cllr. R.W. Waltham

Seconded: Cllr. M. Storey

008. TO RE-AFFIRM:-

i) **THE ADOPTION OF THE NALC MODEL STANDING ORDERS (AS AMENDED).** (Reviewed and confirmed by the Town Council in May 2015)

ii) **TOWN COUNCIL DELEGATED POWERS and COMMITTEE FUNCTIONS, (AS ANNEXED TO THE STANDING ORDERS); INCLUDING LIMITATIONS WITH REGARD TO ATTENDANCE.**

iii) **THE ADOPTION OF THE NALC MODEL FINANCIAL STANDING ORDERS (Model 2 England – June 2005).** As amended in May 2015.

All of the above items were deferred for a period of one month to allow amendments to be made to Standing Orders in the light of the decision made in minute number 007.

009. TO NOTE THE PREVIOUSLY AGREED SCHEDULE OF MEETING DATES.

Noted.

010. TO APPOINT REPRESENTATIVES TO SERVE ON THE FOLLOWING OUTSIDE BODIES. (Supporting information enclosed.)

Members were reminded that, when appointed to one of the following positions, they are required to represent the views of Brigg Town Council. Matters which have not been discussed must be brought back to the Council for further guidance.

It was resolved that the following members should be appointed.

a) **Brigg Licensees Association (case of need)**

Cllr. P.A. Keane

b) **North Lincolnshire Licensing Forum**

Cllr. P.A. Keane

c) **Brigg Senior Citizens**

Cllr. D.A.L. Campbell

d) **C.P.R.E.**

Cllr. Miss J. Kitching

e) **E.R.N.L.L.C.A. – 2 voting delegates required.**

Cllr. D.A.L. Campbell

Cllr. Mrs. T.M. Campbell

f) **Neighbourhood Action Team.**

Cllr. Miss J. Kitching

g) **Parish & Town Council Liaison**

Cllr. D.A.L. Campbell

Cllr. Mrs. T.M. Campbell

h) **Ancholme Users**

Cllr. M. Storey

i) **Brigg Wheelers**

Cllr. Mrs. S.H. Riggall

j) i) Brigg 2020 Vision Group

Cllr. B. Parker

ii) Community Led Plan/2020 Vision Monitoring Group

Cllr. B. Parker

k) Sir John Nelthorpe Foundation Governors

(Cllr. Mrs. P.J. Smith – Term of Office ongoing)

l) Brigg Town Business Partnership

Cllr. P.A. Keane

m) Brigg Flood Warden

Cllr. C.G. Sherwood

n) Brigg Snow Warden

Cllr. R.W. Waltham

o) Humberside Airport Consultative Committee

Cllr. M.S. Champion

p) Brigg Energy Plant/Parish and Town Councils' Liaison Meeting

Cllr. M.S. Champion

Cllr. M. Storey

Proposed: Cllr. J.E. Truepenny

Seconded: Cllr. Mrs. S. Boughey

011. a) TO CONFIRM THE LIST OF COMMITTEES TO BE ELECTED AND APPOINT THE MEMBERS WHO WILL SERVE ON EACH COMMITTEE FOR THE ENSUING YEAR. (Supporting information enclosed.)

i) Planning & Environment Committee - 11 Members – quorum of 4

Cllr. D.A.L. Campbell
Cllr. Mrs. T.M. Campbell
Cllr. Mrs. A. Eardley
Cllr. Mrs. J.E. Gibbons
Cllr. Miss J. Kitching
Cllr. B. Parker
Cllr. Mrs. S.H. Riggall
Cllr. L.M. Sherwood
Cllr. M. Storey
Cllr. I.A. Wilson

A decision on the eleventh member of the committee was deferred until the June meeting of the Full Council.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. R.W. Waltham

ii) Personnel Committee - 5 Members – quorum of 3

Cllr. M.S. Campion
Cllr. Miss J. Kitching
Cllr. C.G. Sherwood
Cllr. J.E. Truepenny
Cllr. R.W. Waltham

Proposed: Cllr. M. Storey

Seconded: Cllr. Mrs. T.M. Campbell

iii) Grievance Committee - 3 Members - quorum of 2

Cllr. D.A.L. Campbell
Cllr. Mrs. S.H. Riggall
Cllr. Mrs. P.J. Smith

Proposed: Cllr. Mrs. S. Boughey

Seconded: Cllr. Mrs. T.M. Campbell

iv) Complaints Committee - 5 Members – quorum of 3

Cllr. Mrs. S. Boughey
Cllr. D.A.L. Campbell
Cllr. L.M. Sherwood
Cllr. M. Storey
Cllr. R.W. Waltham

Proposed: Cllr. Mrs. S. Boughey

Seconded: Cllr. L.M. Mikkonen

v) Neighbourhood Plan Committee

Neighbourhood Plan Committee

- 10 Members – quorum of 4

Cllr. D.A.L. Campbell
Cllr. Mrs. T.M. Campbell
Cllr. Mrs. A. Eardley
Cllr. Mrs. J.E. Gibbons
Cllr. Miss J. Kitching
Cllr. Mrs. S.H. Riggall
Cllr. C.G. Sherwood
Cllr. L.M. Sherwood
Cllr. M. Storey
Cllr. R.W. Waltham

Proposed: Cllr. M. Storey

Seconded: Cllr. C.G. Sherwood

vi) Brigg Community Emergency Plan – 6 Members

Chairman of the Council
Deputy Chairman of the Council
Chairman of Planning
Deputy Chairman of Planning
Snow Warden
Flood Warden
Cllr. Mrs. S. Boughey
Cllr. J. Truepenny

Proposed: Cllr. R.W. Waltham

Seconded: Cllr. D.A.L. Campbell

012. ANNUAL AUDIT OF ACCOUNTS – YEAR ENDING 31ST MARCH 2016

- a) To re-affirm the independence of Mr. R. Dixon as the Internal Auditor and that he has no interest, financial or otherwise, with any member or officer of the Council.**

It was resolved that the appointment of Mr. R. Dixon as the Independent Internal Auditor should be re-affirmed.

Proposed: Cllr. J.E. Truepenny

Seconded: Cllr. Mrs. S. Boughey

- b) To receive the Internal Auditor's Report and authorise payment of his invoice following completion of the internal audit for the Fiscal Year 2015/16.**

It was resolved that the report be noted and payment of the auditor's invoice be authorised.

Proposed: Cllr. D.A.L. Campbell

Seconded: Cllr. R.W. Waltham

- c) **To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31st March 2016.**

It was resolved that the Receipts and Payments be approved.

Proposed: Cllr. Miss L.M. Mikkonen

Seconded: Cllr. Mrs. P.J. Smith

- d) **To note the receipt of the Internal Auditor's Completion Statement for the Fiscal Year ending 31st March 2016.**

Noted.

- e) **To approve the Audit Return for the Fiscal Year 2015/16 and to complete the Statement of Assurance required from the members.**

It was resolved that the Audit Return for the Fiscal Year 2015-2016 should be approved. Members also positively completed all of the questions within the Statement of Assurance.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. C. Sherwood

013. **TO RE-AFFIRM THE CAR MILEAGE RATES TO BE USED FOR THE FISCAL YEAR 2016/17, IN ACCORDANCE WITH THE RATES PUBLISHED BY ERNLLCA.**

The rate is currently 65p per mile.

It was resolved that the ERNLLCA rate should not be adopted and that the rate be reduced to 45p per mile.

Proposed: Cllr. R.W. Waltham

Seconded: Cllr. Mrs. C.G. Sherwood

014. **TO APPROVE THE FULL COUNCIL MINUTES, AS CIRCULATED, OF THE MEETINGS HELD ON MONDAY 25TH APRIL 2016 and MONDAY 16TH MAY 2016.**

It was resolved that the Minutes of the Full Council Meeting held on Monday 25th April 2016, having been circulated, should be taken as read and approved.

Proposed: Cllr. R.W. Waltham

Seconded: Cllr. J.E. Truepenny

It was resolved that the Minutes of the Full Council Meeting held on Monday 16th May 2016, having been circulated, should be taken as read and approved.

Proposed: Cllr. Mrs. T.M. Campbell

Seconded: Cllr. Mrs. S. Boughey

015. **POLICE MATTERS.**

Members were referred to the Brigg Blog where they could see the latest crime figures.

016. TO RECEIVE ANY CORRESPONDENCE.

- a) Letter from Sutton Estates regarding Open Farm Sunday – 5th June 2016.
- b) Clerk and Councils Direct – May 2016 edition.
- c) Humberside Airport Consultative Committee – date of next meeting 13th July 2016.
- d) N.L. Disability Partnership letter – Changing Places.
- e) ERNLLCA Newsletter – April 2016.
- f) Letter of thanks – Lincoln & Lindsey Blind Society.
- g) Letter regarding Centenary Field Project.
- h) Newsletter regarding proposed Aldi Store for Brigg.

The correspondence was noted.

017. TO RECEIVE THE UPDATE ON OUTSTANDING ISSUES FROM THE CLERK. (For information only.)

The Clerk advised that a site meeting had taken place at Redcombe Lane Allotments on 4th May and that it had been decided to replace the gate and the gate post with a shorter 12 foot gate. Further work to be undertaken to make good the fencing in the surrounding area, but no further work is to be undertaken on fencing the whole site or any tree works.

018. TO RECEIVE ANY QUESTIONS FROM MEMBERS.

Cllr. M.S. Campion re: NatWest opening of the Brigg Branch.

Cllr. Campion asked that the Clerk write to the NatWest Bank to express his displeasure at the reduction in the hours available of the NatWest Branch in Brigg.

Cllr. R.W. Waltham also asked that Andrew Percy be copied in to the letter.

019. TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE FOLLOWING COMMITTEE.

Planning and Environment Committee Monday 25th April 2016

It was resolved that the Minutes of the Planning and Environment Committee, held on Monday 25th April 2016, having been circulated, should be taken as read and approved.

Proposed: Cllr. M. Storey

Seconded: Cllr. Mrs. T.M. Campbell

020. TO RECEIVE THE FINANCIAL REPORTS AS AT 30TH APRIL 2016 and APPROVE ACCOUNTS FOR PAYMENT. (Financial Reports enclosed – see Appendix I attached.)

		DATE	PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
20	4	2016	Brigg Office Supplies	Stationery/Postage	21.81		21.81
21	4	2016	The Energy Cell	Website Provision	150.00	30.00	180.00
24	4	2016	BT	Office Phone	77.03	15.41	92.44
25	4	2016	ER & NL SLCC	Training for Clerk	15.00		15.00
27	4	2016	Peter Thompson	Council Photo	64.50		64.50
29	4	2016	Countryside pest control	Routine Visit	45.00		45.00
29	4	2016	Payment for Council Photo		-6.00		-6.00
29	4	2016	Staff	Wages	2992.57		2992.57
12	5	2016	HMRC	Paye/Ni	587.36		587.36
12	5	2016	ERYCPF	Pension	832.79		832.79
4	5	2016	SLCC	Membership fees	197.00		197.00
9	5	2016	Brigg Office Supplies	Stationery	42.47	6.45	48.92
9	5	2016	Anglian Water	Redcombe Lane Allotments	102.11		102.11
9	5	2016	Scunthorpe Instant print	Place cards-Civic Dinner	20.00	4.00	24.00
9	5	2016	MA Ogden	Secretarial Services	27.00		27.00
10	5	2016	Lincoln & Lindsey Blind Soci	Donation	230.00		230.00
10	5	2016	Brigg Heritage Centre	Donation	201.70		201.70
10	5	2016	Community live Arts	Donation	200.00		200.00
10	5	2016	Mrs AJ Hannath	Mileage	11.36	0.34	11.70
10	5	2016	Civic Dinner Dance Account	Civic Guests	825.00		825.00
13/	5	2016	Gala Lights	Xmas Lights	27803.95	5560.79	33364.74
16	5	2016	Gala Lights	Call out charges	450.00	90.00	540.00
16	5	2016	Gala Lights	Eyebolt testing	192.00	38.40	230.40
16	5	2016	Steve Ball Joinery	Make safe lift opening	180.00	36.00	216.00
17	5	2016	Petty Cash	Top Up			

It was resolved that the Financial Reports as at 30th April 2016 and the following list of accounts for payment, as per Appendix I, should be received and approved.

Proposed: Cllr. D.A.L. Campbell

Seconded: Cllr. N.J. Sherwood

021. TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED, INCLUDING ANY ADDITIONAL PLANS PUBLICISED BUT RECEIVED AFTER THE AGENDA WAS CIRCULATED.

None were notified.

022. TO ADOPT THE GRANTS AND DONATIONS POLICY AS AMENDED AT THE MEETING OF THE FULL COUNCIL ON 16TH MAY 2016.

It was resolved that the amended Grants and Donations Policy, as amended at the meeting of the Full Council on 16th May 2016, be adopted.

Proposed: Cllr. Mrs. J. Kitching

Seconded: Cllr. L.M. Mikkonen

023. TO RECEIVE AND CONSIDER THE SERVICE LEVEL AGREEMENT
DUE FOR RENEWAL WITH NORTH LINCOLNSHIRE COUNCIL FOR
CARY LANE TOILETS.

- a) **To receive the cost for the continuation of this Service Level Agreement.**

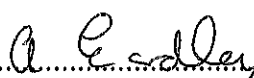
The cost will be £775.00 per annum.

It was resolved that the cost of the continuation of the Service Level Agreement be accepted at a cost of £775.00 per annum.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. M. Storey

The meeting closed at 8.29 p.m.

Signed:.....
Chairman Full Council Meeting
Held on 27th June 2016